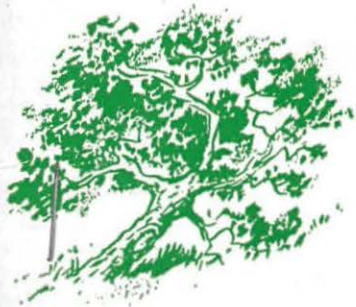




NURSE CORPS GUIDE TO OAK KNOLL



U. S. NAVAL HOSPITAL

OAKLAND, CALIFORNIA

INTRODUCTION

Shortly after the outbreak of World War II, the Navy purchased the 345 acre Oak Knoll golf course, located in the southeasterly section of the city of Oakland, Alameda County, California, to build a hospital which would supplement the two already existing hospitals at Mare Island, and San Diego.

Oak Knoll, as it is commonly called, was commissioned on July 1, 1942. From the original 500 bed hospital with 25 buildings, it reached its optimum capacity and expansion in 1945, with 6000 beds, 78 wards, 14 separate departments and laboratories and 19 service buildings. During those 4 years, 140,000 patients had received medical and surgical care.

In 1946, with the conversion to peacetime activities, Oak Knoll experienced a decline of both staff and service patient personnel; however, civilian personnel increased as did veteran patients to be cared for, and it was not until early 1950 that hospital services were again expanded to accomodate the casualties that were to arrive in September from the Korean conflict. Oak Knoll then became the West Coast Center for treatment for

Neurosurgical, Neuropsychiatric, Amputee and Cancer cases, and continues to function in these fields. The hospital is also one of the very few in the United States that has for its use an artificial kidney. The "Kidney" was installed in 1952, and has been used most effectively on service and civilian patients in this area.

Oak Knoll has, since its beginning, enjoyed a nationwide reputation for the excellent care given, and the personnel by their loyalty, cooperation and devotion to duty, continues to maintain this service.

So, it is with pleasure, that the Nursing staff of Oak Knoll welcomes you for your present tour of duty, and we hope you will find it a pleasant and satisfying experience.

GENERAL INFORMATION

ADMINISTRATION BUILDING: Located on Gendreau Circle

Houses the Chief Nurse's Office (topside), Offices of the CO and Exec.

Lower deck: the offices of the OOD, Security, Legal, Records Personnel and Disbursing.

BANK OF AMERICA--0930-1300 except Sat. and Sun.

COMMUNITY SERVICE BUILDING: Located off Gendreau circle toward main gate.

Beauty Shop--by appointment only

Canteen--Daily from 0900 to 1900

Movies--Daily at 1730 and 1930.

Navy exchange--Daily except Sat. and Sun. from 0900 to 1700

Radio & T.V. repair--(topside) Daily from 0900 to 1600

Tailor, Laundry, Cleaners--Daily except Sat. & Sun. 0900 to 1700

Watch repair--Daily except Sat & Sun 1000 to 1600

Cobbler Shop--Mon, Wed, Fri-- 0900 to 1700

Cashier--1000 to 1200 1300 to 1500

POST OFFICE-- Located off Orthopedic ramp--Bldg. #1

Hours: 0830-1130 1230-1600 Money orders--until 1500 only.

OFFICER'S CLUB (Closed Mess) Dining facilities for male staff only.

Located beyond BOQ.

Bar Hours: 1630-2300 Monday thru Friday

1630-2400 Wed. Sat & Sun. & Party Nites

Transfusion Hour--1630-1930 Wednesday

Hail & Farewell---1730-1930 First Friday of month.

REGISTRATION OF AUTOMOBILE:

To keep your automobile on the station, it must be registered with the Security Office. You must have your auto registration and insurance papers before you can obtain the station permit.

The parking spaces for nurses are designated through the Chief Nurse's Office.

Speed limit on the station is 15 MPH. Traffic regulations will be adhered to by all personnel.

SERVICE STATION: Hours: 0900-1630 Monday thru Friday
 0800-1200 Saturday
 Limited service can be obtained through appointment.

SHOPPING & TRANSPORTATION:

Oak Knoll is located on Mountain Blvd. Turning left at the gate, Mountain Blvd will take you to 98th Avenue. Turning right will take you to Seminary then to Mac Arthur Blvd (Hiway 50)

The nearest shopping area is in San Leandro. Downtown Oakland is 8 miles and San Francisco approximately 15 miles. There is a City Bus line which stops at the main gate every 20 minutes during the day. The last bus at night is at 0200.

CHURCH SERVICES:

Protestant-- Sunday Worship---1030
 Sunday Bible School--1930
 Holy Communion --First Sunday every month.
 Choir Rehearsal--Thursday 1930

Catholic-- Masses

Sunday--Large Chapel--0600-0800
0900-1200

Daily-- 1145

Tuesday--Novena to Our Mother of Perpetual Help 1630
Catholic Oratory (in back of large Chapel)

Open all day for visits to Blessed Sacrament
Confessions before all masses and at any time on
request in oratory.

Choir Practice 1930 on Tuesday.

Hebrew-- Nearest Synagogue: Temple Beth Sholom, 642 Delores Ave
San Leandro, California

Chaplain Hahn at Treasure Island will be at station every
Thursday 0830-1630. He may be called at home
at anytime. Glencourt 2-0050

Latter Day Saints-- Sunday 0900---Conference Room
2nd Deck--Administration Bldg. or
as posted in Plan of the Day.

RECREATION:

Alameda Naval Air Station

Thursday Night--Smorgasbord

Friday Night--Happy Hour 1730-1900

Saturday & Wednesday--Dinner Dancing

Special Services--Athletic equipment available--Room 209 Bldg 38,
from 0800 to 1625 Mon. thru Fri.

0800 to 1200 Saturday

Bicycling--Bicycles available at special service

Bowling--on station

Golf--Lake Chabot & Sequoia--Golf equipment available at Special Services.

Horseback-riding---Pinto stables on Redwood Rd in Regional Parks.

Mrs. Graham's Stables--Regional Parks

Horse Racing-- Bay Meadows

Tanforan

Golden Gate

Special Services has a limited number of tickets available
for the staff.

Tennis--Courts adjacent to the Swimming Pool--tennis rackets and balls
available at Special Services.

Swimming Pool---Hours 0800-1630

In summer--Hours 1800-2200

The agent cashier will be in the nurses' quarters from 1100 to 1300 on a specified day to collect for the mess bills. The list, with time of collection and the amount of the mess bill will be posted on the bulletin board prior to collection. Mess tickets are issued in Bldg #23 Nurses Quarters.

There is a housefund maintained by voluntary contributions (.25) monthly. This fund is used to send flowers to deceased relatives (parents or siblings) of the nurses and other incidental expenses for which there is no fund available, e.g. candles, table decorations,

Newspapers are ordered through the Housekeeper and are paid for through her. Packages are delivered to the Housekeeper in Bldg. 23.

CONSULTING THE CHIEF NURSE: Appointments for conferences may be made at any time with the Senior Nurse Corps Officer by calling the Nursing office.

UNIFORMS:

Information pertaining to the purchasing of Blue uniforms may be found located at the Housekeeper's desk. White ward and seersucker uniforms may be purchased from the issue room at Treasure Island and Small stores on station.

Uniforms are laundered by the ship's service laundry. They may be taken to ship's service any day Monday through Friday between 0900 and 1700, and must be in a laundry bag accompanied with a laundry ticket. Laundry is paid for at the time it is picked up---Charge-\$.50 per uniform.

LEAVE:

Granted upon individual request, It is necessary for all nurses to submit their request to the Nurse Corps Office well in advance of the desired date. Emergency leave can be granted at any time.

OUT OF BOUNDS PASSES:

Any nurse wishing to go beyond 100 mile radius of this activity must have an out-of-bounds pass signed by the Executive Officer or his representative (See CO order #20). These passes are secured by signing the Pass request book in the Nurse Corps office. The signed passes will be left at the housekeeper's desk. All requests for passes must be submitted by 1300 Thursday.

FINANCIAL AID:

Anyone in need of financial aid in an emergency may contact the Red Cross or the Chaplains Office for assistance from Navy Relief funds.

HOSPITAL INSTRUCTIONS:

All nurses must read the Hospital Instructions and sign a statement saying they have read them.

LIBRARIES:

There are two libraries on the station open for use by the nurses. The Medical Library, located topside and to the back of the Administration building, is open from 0930 to 1730 for anyone desiring professional reading material. This Medical Library has numerous current Medical and Nursing reference material and the librarian will obtain more material on request. The station library is located at the foot of the hill across the street from the Community Service Bldg. where fiction may be obtained.

Each nurse is assigned a room in the nurses' quarters upon reporting to this station for duty. Those nurses who wish to live off the station may do so with the permission of the Senior Nurse Corps Officer and the Commanding Officer. However, payment of rental allowance to nurses will be determined by the number of vacant rooms in the quarters. A room located in Building #23 has been reserved for those nurses living off the base to change their uniforms if they so desire. Those nurses who live off the base may ride to and from work IN A PRIVATELY OWNED VEHICLE in their uniform PROVIDED they remove the duty cap upon leaving the station and wear the raincoat or sweater over the uniform. THE NURSES LIVING OFF OR ON THE STATION WILL NOT WEAR THE WHITE WARD UNIFORM ON ANY PUBLIC CONVEYANCE AT ANY TIME NOR WILL THEY STOP AND SHOP IN ANY STORE WHILE STILL IN THE WHITE WARD UNIFORM.

Each nurses quarters has a common living room where guests may be entertained. All male guests must be out of the quarters by 2400. Nurse Corps Officers are not to entertain enlisted personnel in the nurses' quarters at any time. Overnight guests are permitted after contacting the Senior Nurse Corps Officer and the Housekeeper.

Each nurse is responsible for the neatness of her room at all times. The maids will empty the wastepaper baskets and clean the rooms generally but they are not to pick up personal clothes. All rooms are to be ready for CO's inspection each Tuesday at 1315.

Each nurse is given an outside door key and closet key when she is assigned quarters. These keys are to be returned to the Housekeeper upon detachment from the station. There are no keys to the room doors. Any room door that becomes locked may be opened by securing the proper key from the Housekeeper or the Night supervisor if the incident occurs after 2200. If the closet door becomes locked, the duplicate key may be secured by contacting the security officer during the day or the Administrative Assistant (through the night supervisor) after 2200. The outside door key will unlock the outside door to any of the three quarters (23,24,29). It is requested that these keys be unmarked so if lost the finders will not know which buildings they unlock. Each nurse is encouraged to lock her room door when she retires each evening. It is the responsibility of each person to lock the outside door when entering the building after 2200, if prowlers are to be kept out of the buildings.

Each building is equipped with laundry facilities for personal laundry. These facilities are not large enough to care for the laundry of the nurses not assigned to quarters.

There is a mess maintained in the nurses quarters (Bldg. 23) for all nurses. Meals are served at the following hours:

Breakfast:	0600 to 0830	Cafeteria---\$.40
Lunch:	1100 to 1230	Cafeteria---\$.50
Dinner:	1700 and 1745	Table Service---\$.70

Sunday and Holidays: Dinner will be served at 1200 and 1300---Table
Service

Supper 1700 to 1800---Cafeteria

TRANSPORTATION FACILITIES TO U.S. NAVAL HOSPITAL, OAKLAND, CALIFORNIA:

VIA AIR: Make plane reservations to Oakland Airport and take taxicab to hospital. Cab fare approx: \$2.50

VIA TRAIN: Arrive in Oakland downtown station and take cab to hospital. Cab fare approx: \$4.00 to \$6.00.

During the working day the Administrative Assistant at the Naval Hospital will usually furnish transportation, or contact the Nursing Service Office during working hours.

VIA AUTOMOBILE: Hospital is located at 8750 Mountain Boulevard.
If driving from San Francisco take San Francisco-Oakland Bay Bridge.

Transportation to San Francisco via bus:

Take City Bus at main gate to Mac Arthur Blvd. Transfer to N bus which goes to Key System Terminal, San Francisco

